



Designated Teacher of Looked After and Previously Looked After Children Policy

**Approved by the FGB: May 2025
Review Date: May 2026**

Wickham C of E Primary School believes that, in partnership with Hampshire County Council as Corporate Parents, we have a special duty to safeguard and promote the education of Looked After Children.

The Hampshire Mission Statement

**Making Hampshire
a better place for children and young people,
where all of them,
including those who are vulnerable or disadvantaged,
have the best possible start in life
and are supported by the whole community
to reach their potential
whatever it takes**

1. AIMS

To provide a safe and secure environment, where education is valued and there is a belief in the abilities and potential of all children.

To support our looked after children and give them access to every opportunity to achieve to their potential and enjoy learning.

To fulfil our schools' role as corporate parents to promote and support the education of our Looked After Children, by asking the question, '**Would this be good enough for my child?**'

2. DEFINITIONS

Looked-after children are registered pupils that are:

- In the care of a local authority; or
- Provided with accommodation by a local authority in the exercise of its social services functions, for a continuous period of more than 24 hours.

Previously looked-after children are registered pupils that fall into either of these categories:

- They were looked after by a local authority but ceased to be as a result of any of the following:
 - A child arrangements order, which includes arrangements relating to who the child lives with and when they are to live with them;
 - A special guardianship order;
 - An adoption order.
- They appear to the Full Governing Body to have:
 - Been in state care in a place outside England and Wales because they would not have otherwise been cared for adequately; and
 - Ceased to be in that state care as a result of being adopted.

Personal Education Plan (PEP) is part of a looked-after child's care plan that is developed with the school. It forms a record of what needs to happen and who will make it happen to ensure the child reaches their full potential.

Virtual School Head (VSH) is a local authority officer responsible for promoting the educational achievement of their authority's looked-after children, working across schools to monitor and support these pupils as if they were in a single school. The VSH is also responsible for providing information and advice to schools, parents and guardians in respect of previously looked-after children.

3. IN PURSUIT OF THIS POLICY THE HEADTEACHER AND GOVERNORS WILL:

- Nominate a Designated teacher for Looked After Children who will act as their advocate and co-ordinate support for them
- Nominate a school governor to ensure that the needs of Looked After Children in the school are taken into account at a school management level and to support the Designated Teacher.

- Support the Designated teacher in carrying out their role by making time available and ensuring that they attend training on Looked After Children.

4. THE DESIGNATED TEACHER WILL:

- Maintain an up-to-date record of all Looked After Children who are on the school roll. This will include:
 - Status i.e. care order or accommodated.
 - Type of Placement i.e. Foster, respite, residential.
 - Name of Social Worker, area office, telephone number.
 - Daily contact and numbers e.g. name of parent or carer or key worker in children's home.
 - SEN Code of Practice
 - Child Protection information when appropriate.
 - Baseline information and all test results.
 - Attendance figures
 - Exclusions
- Ensure that there is a Personal Education Plan for each child/young person to include appropriate targets and above information. This must be compatible with the child's/young person's Care Plan and where applicable include any other school plan, e.g. Education Health and Care Plan, and associated plans, Transition Plan, Pupil passport or behaviour plan.
- Ensure that someone attends Childrens Services Reviews on each child/young person and/or always prepares a written report which promotes the continuity and stability of their education.
- Liaise with the Virtual School for Looked After Children on a regular basis with regard to the performance, attendance and attainment of Looked After Children.
- Ensure that if/when the child transfers school all relevant information is forwarded to the receiving school as a matter of priority.
- Ensure that systems are in place to identify and prioritise when Looked After Children are underachieving and have early interventions to improve this in line with existing school policy.
- Ensure that systems are in place to keep staff up to date and informed about Looked After Children where and when appropriate.

- Ensure that Looked After Children, along with all children are listened to and have equal opportunity to pastoral support in school.
- Ensure that they keep the school up to date with current legislation and its implication for the school in respect of Looked After Children.
- Report to the Governing body annually on the performance of the looked after children who are on the roll of the school.
- Work with VSHs to agree how pupil premium funding for looked-after children can most effectively be used to improve their attainment;
- Ensure teachers have awareness and understanding of the specific needs of looked- after and previously looked-after children in areas like attendance, homework, behaviour and future career planning;
- Put in place mechanisms for understanding the emotional and behavioural needs of previously looked-after children.

Governors and staff will:

- Support the local authority in its statutory duty to promote the educational achievement of looked after children

5. CONTACTING THE DESIGNATED TEACHER

The Designated Teacher, Hollie Shilling, can be contacted via the school office. The Designated Teacher takes lead responsibility for promoting the educational achievement of looked-after and previously looked-after children at the school. They are the initial point of contact for any of the matters set out in the section below.

6. LINKS WITH OTHER POLICIES

This policy links to the following policies and procedures:

- Behaviour;
- Child Protection;
- Safeguarding;

- Exclusions;
- Special Educational Needs and Disability;
- Supporting Pupils with Medical Conditions